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**To:** Victor Ketellapper  
**From:** Mike Anderson  
**Date:** September 7, 2004  
**Subject:** AUGUST 2004 MONTHLY STATUS REPORT

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## **Task 1 – Scoping Meeting**

### ***Task Accomplishments***

- There were no activities on this task during the reporting period.

### ***Task Forecast***

- No work is anticipated under this task in the future.

### ***Issues***

- No issues were identified during the meeting.

## **Task 2 – Monthly Reports**

### ***Task Accomplishments***

- The subject report was prepared.

### ***Task Forecast***

- Monthly progress reports will be prepared until completion of the project.

### ***Issues***

- No issues have been identified in preparation of the Monthly Progress Reports.

## **Task 3 – Fact Sheets**

### ***Task Accomplishments***

- There were no activities on this task during the reporting period.

### ***Task Forecast***

- Fact sheet translation and mass mailing are not anticipated in the near future.
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### **Issues**

- There are no remaining issues on this task.

### **Task 4 – Newspaper Advertising**

#### **Task Accomplishments**

- There were no activities on this task during the reporting period.

#### **Task Forecast**

- There are no activities anticipated on this task in the near future.

### **Issues**

- Not applicable.

### **Task 5 – Stakeholder Action Plan**

#### **Task Accomplishments**

- Continued attempting to transmit questionnaire surveys to all community stakeholders as decided up to this point in time by the EPA Program Manager.
- Responded to comments and inquiries of community stakeholders as appropriate.
- Obtained some completed questionnaire surveys and revised 'VB-I70 Stakeholder Management Spreadsheet' (attached).
- Status of data development (see attached spreadsheet for code explanation):
  - Done!!! Completed questionnaire survey and interview: 4
  - Done, but – individual responded but did not complete the questionnaire survey (i.e., Community Relations, Region VIII EPA): 1
  - Completed questionnaire survey, need to do interview: 4
  - Participation on hold (these include 5 whose participation presumably is being blocked currently by one community leader, and 1 who is concerned about contracting a computer virus by participating electronically): 6
  - Need complete contact data for these stakeholders in order to transmit questionnaire survey: 1
  - EPA Site Program Manager decided not to pursue these now: 5
- Continued consulting with Victor Ketellapper, EPA VB-I70 Program Manager regarding issues that have arisen regarding some community stakeholders unwillingness to participate in the study until certain issues are resolved.

#### **Task Forecast**

- Tour VB-I70 CERCLA site.
- Obtain contact data for the community stakeholder for whom we do not have any contact data.
- Send a second request to Harry Ford, and Lorraine Granado and her associates, when the EPA Program Manager gives approval to do this.



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- Contact community stakeholders to set an appointment for the in-depth interview.
  - Prepare for and conduct the interview with community stakeholders and develop post-interview notes.
  - Import questionnaire survey responses and interview notes into NVivo software and begin coding and analysis.
  - Attempt to conduct further discussions with EPA VB-I70 Program Manager regarding participation of Region VIII EPA Community Relations Program, Denver Environmental Health Department concerns, obtaining participation from additional community stakeholders, and the character of final products.

### **Issues**

- Lorraine Granado sent the following response 8/2/04 by email to the request to complete a questionnaire survey:

“George Weber,

Hi. Before answering any questions, I would like to know who you are, what you do, and who you work for - for example, is there anyone at EPA that I can talk to who knows who you are and/or who has contracted with you to get information for them? I will be sending this e-mail to all of the members of CEASE, the community group asking them also not to respond to your request until we know who you are and why we should give you this information. Thank you. Also, please tell me how you got my e-mail address. Lorraine”

Mr. Weber sent the following reply and conferred with the EPA Program Manager who decided to contact her:

“Lorraine:

Thanks for your reply. I have been contracted by Victor Ketellapper, EPA to do this study. You may call him at 303/312-6578. In terms of who I am and the kind of work I do, please see my website below. Also, please feel free to call me, although I am preparing right now to leave town for about 10 days. I obtained your email address from a list of contacts that Karen Kellen, EPA has developed. Again, please do not hesitate to call Victor or myself. Thanks for your help.”

- Mr. Weber is waiting for Ms. Granado’s issues to be resolved before sending a second request to participate in the study to Ms. Granado and the four other stakeholders presumably affiliated with her who have not responded.
- Harry Ford also did not complete the questionnaire survey. He indicated that his primary concern was that he did not know who Mr. Weber was and being infected with a computer virus if he opened the attachment to my email message. Relevant context to his response, he informed Mr. Weber that he had just recovered having been infected with a computer virus. Mr. Weber emailed him that he was working under contract to the EPA Program Manager, and that the EPA Environmental Justice Program representative had suggested that he participate in the study. In addition, Mr. Weber informed him that he update his virus definitions and scanned his computer for viruses at least daily, and that all outgoing messages and attachments were scanned for viruses, but that if he was still concerned, Mr. Weber could transmit the questionnaire survey by other means. Mr. Weber has not heard from Mr. Ford, but will make a second attempt to obtain his participation.



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## Task 6 – Revision of the Community Relations Plan

### **Task Accomplishments**

- There were no activities on this task during the reporting period.

### **Task Forecast**

- In September, the CIP electronic file provided by EPA will be corrected so that it matches the hardcopy of the February CIP.

### **Issues**

- The updating of the CIP electronic file to match the hardcopy of the February CIP is out of scope. Victor verbally agreed to this finding.

### **Project Costs**

EPA VB/I70 Ph 2 WE 8/01/04		Budget	Total Costs
	EPA VB/I70 Ph 2		
	Task 1 Mtg	\$1,130	\$209
	Task 2 Monthly Rpts	\$2,194	\$314
	Task 3 Fact Sheets	\$17,476	\$6,658
	Task 4 Advertising	\$8,048	
	Task 5 Stake Act Pln	\$28,577	\$8,967
	Task 6 Rev CRA	\$7,499	\$482
	Total EPA VB/I70 Ph 2	\$64,923	\$15,708